

## UNIVERSITY HOUSING EVENT SPACES GUIDELINES

Thank you for choosing a University Housing space for your event. If you have any questions regarding your reservation, please contact the Office of Residence Life ([UniversityHousingSpaces@osu.edu](mailto:UniversityHousingSpaces@osu.edu), 614-292-3930). If you require any assistance during your event, please call 614-902-0976.

Please review the following information.

### GUIDELINES FOR USE OF SPACE

University Housing spaces are shared spaces. Please follow all guidelines to ensure proper use of rooms and their readiness for the next event.

- Rooms are to be used for community building and for educational purposes. Events held by student organizations in University Housing spaces should be open to students across campus and should not be limited to members of the requesting student organization
- There is no charge to use a University Housing space. Admission fees are strictly prohibited for all events. This includes events with a charitable component.
- Possession and consumption of alcohol is prohibited. All policies of the Code of Student Conduct will be enforced
- Any conduct that violates any university policy, regulation or guideline, or any federal state, state or local law is prohibited
- Any other conduct that tends to substantially and unreasonably interfere with the safe and orderly use, operation, or administration of the facilities is prohibited.
- You may not obstruct any ingress/egress or access to fire exits, elevators, or other thoroughfares
- Any paint, chemicals, or liquids that may damage the facility are prohibited
- Open flames are not permitted in any University Housing space.

### ACCESSING UNIVERSITY HOUSING SPACES

University Housing spaces, with the exception of Curl Hall, are kept locked at all times. The main doors to Curl Hall are unlocked during the building's dining hours. To ensure access to the space, the event organizer's name, dot number, and student/employee ID number should be provided in the space request form. That individual will be able to swipe into the building using their BuckID for the duration of their event.

DO NOT prop open any exterior doors. Propped doors will cause an alarm alerting the building's front desk. Please make sure the doors are closed following the end of your event.

### AUDIO/VISUAL EQUIPMENT

Some University Housing spaces are equipped with AV equipment. Prior to making your request, please review the document 'University Housing Spaces' to familiarize yourself with a space's available AV. We are not able to provide additional AV equipment beyond what is available in the space.

Please be aware that we do not provide on-site AV support during events and that spaces are provided "as-is". If your event requires AV, we recommend requesting extra event time to familiarize yourself with the equipment. You should account for all extra event time, including time for set-up, AV troubleshooting, and time to clean the space in your initial reservation request.

If you have AV issues during your event, please call 614-902-0976 for troubleshooting.

## CANCELLATIONS

University Housing spaces are used to support meetings and events for University Housing, Learning Communities, and partnering organizations. First priority is given to those parties. If a University Housing staff member requests a room for an emergency meeting within 48 hours of the event date, the reserving party will be immediately notified and asked to find another location for their event. When possible, University Housing will try to provide alternative space.

Note: If you cancel your event, please inform the Office of Residence Life ([UniversityHousingSpaces@osu.edu](mailto:UniversityHousingSpaces@osu.edu), 614-292-3930) at least 48 hours prior to the event.

## CATERING

There is no preferred caterer for University Housing spaces. However, University Catering does service most spaces. If you are interested in using University Catering for your event, please contact University Catering at (614) 688-3562 or via email ([catering@osu.edu](mailto:catering@osu.edu)) to make arrangements.

University Catering will provide a quote for requested menu items and services and will accept eRequest or direct invoice for their services. Please allow minimum 7 days for ordering catering services whenever possible.

## DECORATIONS

Decorations (including balloons, signs, banners, etc.) may only be taped to walls with painter's tape and must be completely removed following the end of the event. Decorations should not be taped to the ceiling, to windows, or to any surfaces other than walls. Decorations that may result in a need for extra clean-up, such as glitter, confetti, powder, or similar materials are prohibited. If decorations result in any damages to the room or in the need for additional cleaning beyond the normal use of the space, charges may be assessed to the reserving organization.

## HOUSEKEEPING

Following your event, please put all trash in the provided bins, and return all furniture to its original position.

Please report any necessary repairs and/or service requests immediately to 614-902-0976 and to the Office of University Housing. Damages to the room and/or equipment will result in an assessed charge to the reserving party and loss of room privileges.

## ROOM SET-UP

Prior to making your request, please review the document 'University Housing Spaces' to familiarize yourself with the requested space's room capacity and available set-ups. Please be sure to indicate your requested set-up and total anticipated event attendance when submitting your room request. If you would like to request a set-up that differs from provided set-ups, please provide that information. University Housing may not be able to accommodate all set-up requests.

Any changes to room set-up or event attendance should be submitted to the Office of Residence Life ([UniversityHousingSpaces@osu.edu](mailto:UniversityHousingSpaces@osu.edu), 614-292-3930) at least 2 business days prior to the event date. University Housing may not be able to accommodate changes to set-up or increased attendance or changes submitted with less than 2 business days' notice.